

Appendix 5: Sample of the written supervision agreement according to section 6, paragraph 3

convened on short notice. In compliance with section 13, paragraph 1, at least one supervisory meeting per year is to be recorded in writing by the doctoral candidate. The Representative is to be immediately informed should it be necessary due to any important reasons to modify the composition of the supervisory team. Should this be the case, the Representative shall then take the appropriate steps.

5. The period of time set to complete the dissertation is the predefined standard study period as stipulated within the relevant rules and regulations for doctoral studies. In accordance with section 5, paragraph 2 the doctoral candidate shall aim to submit his or her dissertation within the predefined standard study period. The work plan and time schedule provided in the appendix shall apply as amended on [date] or otherwise schedules agreed upon at a later date and attached. These schedules must be approved by the supervisory team. The doctoral candidate shall be obliged to immediately inform the supervisory team in the event of any changes to the work plan and schedule.

6. Before accepting any paid or unpaid part-time employment, the doctoral candidate shall be required to obtain the prior consent of the supervisory team and the approval of the Representative in advance. Permission for part-time employment may be refused if there is reasonable concern that this activity would prevent the doctoral candidate from properly fulfilling the duties and obligations of the doctoral program to the extent required. In particular, permission shall be refused if it is assumed that the demands of the part-time employment made on the doctoral candidate's work and performance are such that they will make it difficult for the doctoral candidate to achieve the objectives of the doctoral studies program.

7. The doctoral candidate's choice of residence may have no adverse impact on the doctoral candidate's ability to fulfill the duties and obligations under the doctoral studies program.

8. The doctoral candidate and the members of the supervisory team shall be obliged to abide by the rules of good practice in compliance with the articles on ensuring good academic practice (code of conduct) of Freie Universität Berlin dated April 17, 2002 (FU Memoranda No. 29/2002). This code stipulates that the doctoral candidates shall consult their supervisory team or Program Ombudsperson in cases of doubt. For the members of the supervisory team this expressly includes the duty to observe and to make the doctoral candidate aware of and list any copyright provisions applicable to texts or findings.

9. All persons involved shall review and, if necessary, modify the supervision agreement and its appendices on an annual basis. In the event an extension is needed to complete the dissertation project beyond the end of the standard study period, a new supervision agreement may, if necessary, be presented to the Representative for approval. All persons involved declare their consent to allow release of general information about the dissertation project for the purposes of statistical survey and evaluation by the Graduate School. Should the doctoral studies be interrupted, all of the persons involved are required to submit reasons in writing to the Representative.

Date and signatures:

_____	(Doctoral candidate)
_____	(Supervisor as defined in the relevant rules and regulations for doctoral studies)
_____	(Supervisor – and other members of the supervisory team – or Mentors)
_____	(Representative of the Doctoral Studies Program)